

## Outline of Changes to the Lealman CRA Commercial Improvement Grant Program

### 1) Overview

- a. Four categories of improvements: exterior, site, interior, and food-service.
- b. Purpose statements are provided for each category.
- c. Added “service/loading area” to site improvements
- d. Added sentence regarding:
  - i. Intention of the grant, what is ineligible for funding
  - ii. Architectural, engineering, permitting, and development review fee reimbursements.
  - iii. Food-service applicant requirements
- e. Added to property eligibility: “...frontage on the following commercial corridors” to add clarity
- f. Added updated Joe’s Creek Industrial Park map

### 2) Grant fund amounts:

- a. Added new table for award amounts
- b. Award limit is up to \$100,000 for any combination of categories, except interior and food-service/grocery improvements are limited to \$25,000 each.

### 3) Applicant Eligibility:

- a. Eligibility language changed for clarity: “Properties with approved non-residential use that meet eligibility requirements”
- b. *Deleted: “National commercial franchises: 50% of payroll must be Lealman residents, must have been actively on payroll for at least 6 months working at least 20 hours/week”*
  - i. Replaced with: Locally independently owned and operated franchises, owner must reside in Tampa Bay Metropolitan Statistical Area. National corporate franchises are not eligible.
- c. *Deleted: “Healthcare providers: requirement to have one healthcare provider on staff with an unencumbered license; requirement for ACHA license”*
  - i. Replaced with: “Healthcare providers must provide their practice’s license information”
- d. *Deleted: “Not-for-profit agencies: list of all organizations under 501(c)(3), no worship unless voluntary and privately funded”*
  - i. Replaced with: “Non-profit organizations must provide proof of tax-exemption under 26 U.S. Code 501 requirements” and “If the organization is faith-based, the project must be for a secular purpose and cannot advance or inhibit religion.”
- e. Added: “Applicants in the food-service business must provide proof that they have at least 5 years of food service management experience. New restaurants will need to submit their business plan for CRA review.”
- f. Added: “The grant may also be used for improving, expanding, or opening up a new food service establishment or grocery store selling fresh food”
- g. Added: “If the work proposed would remediate all code violations, this requirement may be waived at discretion of CRA staff.”

- h. Added: “Businesses that lease their location map apply if they have written/notarized approval from the building owner”; must have a minimum 5-year lease
  - i. Added: Property must not have received grant in last five years if building use or ownership remains the same, or 3 years if the use or ownership has changed
  - j. Added: “Ineligible businesses: national corporate franchises, bail/bonds, pawn shops, smoke shops, electronic or vapor cigarette stores, mini-storage facilities, adult-oriented businesses, mobile vendors, places of worship, organizations exempt from property taxes”
- 4) Lealman CRA Commercial Improvement Grant Program Eligible and Ineligible Activities
- a. Throughout list:
    - i. Added to improvements list: Matching reimbursement only upon completion of improvements
      - 1. *Old language: Fee reimbursement cannot exceed 10% of the total grant award*
    - ii. Split up exterior and site improvements
    - iii. Changed “TIF application” to “grant application” to provide continuity.
    - iv. Ineligible (changes are in bold): “Routine **or deferred** maintenance”, “Improvements performed before approval of **the grant** application”, “Work performed by an unlicensed contractor **when license is required**”
  - b. Site improvements:
    - i. Split up the one bullet point regarding site improvements, *deleted the limit on site improvement reimbursement (25%)*
    - ii. *Deleted remediation of environmental contamination*
    - iii. Stormwater improvements: Added specific project ideas for property owners to enhance their stormwater management and comply with stormwater regulations
    - iv. Expanded on parking lot improvements: added parking spaces, sidewalks, pathways, and included ADA-compliant improvements to the site; added service/loading areas
    - v. Landscaping is now limited to \$2,500 rather than 10% of the grant award; this limit may be waived by County staff if the landscaping is integral to green infrastructure stormwater management enhancements. Also added irrigation.
  - c. Ineligible Site improvements: added “Building improvements”, *deleted improvements related to the exterior of the building*
  - d. Exterior improvements:
    - i. Carried over from site improvements: exterior painting, re-siding, masonry repairs, removal/restoration of architectural details, awnings/canopies, windows, doors, lighting, signage
    - ii. Changes: exterior painting only eligible when combined with siding, masonry, or architectural feature restoration/removal/addition
    - iii. Added:

1. [Doors and windows] installation or replacement (including loading dock/garage doors; costs associated with changing size of openings)
  2. New roof and painting for building addition
  3. Replacement roof for entire building when combined with a significant business expansion resulting in building addition
  4. New installation or replacement of exterior signage attached to the building and/or windows (added “reimbursement for signage limited to 25% of grant award” to be consistent with site improvements)
- e. Ineligible Exterior improvements: “Improvements to any buildings located in a residential zone or to any portion of the building used for residential purposes”, “Painting when not accompanied by...”, “Repair of doors, windows, and signage”, “Roof repair...”
- f. Interior improvements
- i. Re-worded “structure stabilization” to include costs associated with adding or removing walls
  - ii. Added:
    1. The only way to qualify for interior painting is by doing an interior remodel project that includes the following: flooring, ceiling, millwork/cabinetry, demolition, plumbing, natural gas, electrical
    2. Installation of a new restroom if required for change of use
    3. Cost to upsize an HVAC system due to building addition
    4. Cost associated with adding/removing walls
    5. Flood proofing for properties in a floodplain
    6. Ineligible: Improvements that are not a fixed, installed or permanent part of the building
  - iii. Deleted:
    1. *Energy efficiency improvements*
    2. *Painting*
- g. Ineligible Interior improvements:
- i. Added “HVAC repair” as an ineligible improvement
  - ii. Added “Improvements that are not a fixed, installed, or permanent part of the building”
  - iii. Changed language about improvements to residential buildings and exterior improvements
- h. Food-Service/Grocery improvements: new category, included architectural/engineering and permit/development fees
- i. Added “Installed walk-ins (freezer/fridge)”
  - ii. Added: “Utility impact fees related to change of use to food service, or expansion/new construction of a food service business”
  - iii. Added: “Improvements due to damage, including damage caused by a natural disaster or act of God”
- 5) Application submittal requirements
- a. Updated language for clarity: “Applications will be considered on a rolling basis, with approvals made...”

- b. Updated application submittal process from paper application to online application, updated contact information
  - c. *Deleted requirement for national franchise applicants to provide an employee roster*
    - i. Replaced with requirement for a business plan/projections
  - d. *Deleted lines about non-profits and healthcare providers*
    - i. Moved to end of list for clarity. Kept same requirement for non-profits: proof of tax exemption, any licenses required to perform their services
    - ii. Replaced healthcare provider requirement with: practice's license information
  - e. Added updated language about faith-based organizations based on MSTU Special Projects Funding grant
  - f. Added requirement for food-service grant applicants to provide proof that they have at least three years of food-service experience; new restaurants may be asked to provide a business plan, tentative menu, and/or other supporting documentation.
  - g. Deleted redundant section of "criteria"
    - i. Added: "Property is current on all property taxes, not in foreclosure, and has no outstanding liens or Code Enforcement violations. If the work proposed would remediate all code violations, this requirement may be waived at discretion of CRA staff."
    - ii. Added: Requirements for survey
    - iii. Added: CRA staff may require Zoning Certification Letter
    - iv. Added: Proposed property improvements must be consistent with Pinellas County land development regulations
- 6) Grant requirements and compliance
- a. Added:
    - i. Business owner shall complete the projects referenced in the Grant Agreement in less than 24 months
    - ii. Non-compliance with the above deadlines may result in grant award revocation
  - b. Deleted/replaced:
    - i. Deleted Notice of Commencement and timeline of commencement requirements
    - ii. Replaced "...review of Completed Work" with "CRA staff may ask for status of projects from applicant"
    - iii. Replaced paragraph of deadlines with the above bullet points
    - iv. Replaced/added clearer language about grant reimbursement process in the last sentence. Added clearer language to reflect that the applicant must pay contractors before reimbursement.
- 7) Procurement method
- a. Added clearer language saying that Waivers of Competition will only be granted under extenuating circumstances
  - b. *Deleted "emergency that risks...": doesn't align with how the grant process works*
  - c. Waiver of Competition: language changes for clarity

8) Change orders

- a. Deleted first sentence: redundant
- b. "Change orders, minor or significant that result in a change to the scope of work must be consistent with the standards and overall project of the original contract. Any change order or change to the scope of work that results in increased in costs shall be the applicant's responsibility"
- c. Deleted last sentence: doesn't align with how the grant process works

9) Final inspection

- a. Replaced "final disposition of funds" with "proof of payments to contractor(s)"
- b. Replaced "final payment" with "grant disbursement" for continuity of language
- c. Replaced "Permit Placard" with proof of finalized permits because it has moved to an online portal
- d. Added: "The grant payment process may take up to 45 days"

10) Additional requirements

- a. Deleted "or scope of work" because the CRA will not be altering the scope of work

11) Deleted paper application portion